

U3A: MOSELEY, KINGS HEATH AND DISTRICT

Executive Committee: Role Description for SOCIAL SECRETARY

A. General Responsibilities

1. To support the ethos and philosophy of the U3A
2. To attend, and take an active part in the monthly Executive Committee (EC) meetings
3. To assist in the preparation and running of the Members' Monthly meeting
4. To support colleagues on the EC, and shadow/deputise where appropriate

B. Role

1. To enhance the social aspect of the local U3A branch for the benefit of the members

C. Main Responsibilities

1. To keep members up to date with information about U3A social events
2. To lead the Social Events sub-committee and ensure that social activities respond to the needs of members
3. To liaise with the Interest Group Co-ordinator to update entries for the monthly Interest Sheet
4. To provide the EC with an overview of the development of the social side of the branch
5. To liaise with the Treasurer regarding the use of the Social/Cashflow Account, for cashflow support when planning events
6. To keep records of expenditure, and recoup funds from Members participating in social events

D. Other Responsibilities taken on by one of the current post-holders

1. To order and sell diaries on behalf of the National U3A

E. Maximum tenure of office (Elections at the AGM: May): 3 years